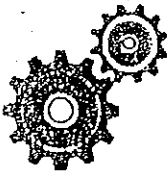


**STANDARD 8**

**No Documentation Needed**

For an assessment team visit, an assessment team member will rate this standard by observation.

For the self-study due in May of each year, the principal or area supervisor will rate this standard by observation.



100%

## AUTOMOTIVE TECHNOLOGY

STUDENT NAME

MIKE S.

DATE 1-8-12

INSTRUCTIONS: This is an open book test. Take your time on this safety test because you must score 100% before working in the lab.

1. Safety is your responsibility.
2. List two safety rules that apply to the lift.
  1. ~~Get an instructor's permission~~ obtain an instructor demonstration and get permission
  2. center vehicle on lift, raise slowly
3. List five types of accidents.
  1. fires
  2. explosions
  3. Asphyxiation
  4. chemical burns
  5. electric shock
4. What is by far the most dangerous and often underestimated flammable in the auto shop. gasoline
5. List two types of possible explosions in the auto shop.
  1. car batteries
  2. fuel tanks
6. Define asphyxiation.  
is caused by breathing toxic or poisonous substances in the air
7. Give one example of how you can get a chemical burn in the auto shop.  
Battery acid
8. How is the best way to avoid electric shock when using electric power tools?  
Never use on wet floors
9. Explain what must be done to prevent physical injuries?  
Decide whether a particular operation is safe or dangerous and take action
10. Asbestos, found in brakes and clutches, is harmful and can cause cancer

M.K.S.

1. Which of the following statements about safety glasses is true?
  - a. They should offer side protection.
  - b. The lenses should be made of a shatterproof material.
  - c. Some service operations require additional eye protection to be worn with safety glasses.
  - ☒ d. All of the above
2. Gasoline is \_\_\_\_\_.
  - a. Highly volatile
  - b. Highly flammable
  - c. Dangerous, especially in vapor form
  - ☒ d. All of the above
3. An undesirable substance that is a result of service, could best be described as a(n):
  - ☒ a. Hazardous waste
  - b. Physical hazard
  - c. Ergonomic hazard
  - d. Chemical hazard
4. A high concentration of undesirable vapors, gasses, or solids in the form of dust can be classified as a(n):
  - a. Hazardous waste
  - b. Physical hazard
  - c. Ergonomic hazard
  - ☒ d. Chemical hazard
5. Which method for cleaning parts may leave a residue that must be removed by further cleaning?
  - a. Chemical
  - ☒ b. Abrasive
  - c. Thermal
  - d. All of the above
6. Federal right-to-know laws concern \_\_\_\_\_.
  - a. Auto emission standards
  - ☒ b. Hazards associated with chemicals used in the workplace
  - c. Employee benefits
  - d. Hiring practices
7. Which of the following is/are important when working in the automotive shop?
  - a. Use the proper tool for the job
  - b. Avoid loose-fitting clothes
  - c. Wear steel-toe shoes
  - ☒ d. All of the above

8. When a material reacts violently with water or other materials, it is said to have high \_\_\_\_\_.  
a. Corrosivity  
☒ b. Volatility  
c. Ignitability  
d. Reactivity
9. Which of the following is not recommended to extinguish flammable liquid fires?  
a. Foam  
b. Carbon dioxide  
☒ c. Water  
d. Dry chemical
10. If a substance dissolves metals and other materials, or burns the skin, it is said to possess \_\_\_\_\_.  
a. Toxicity  
b. Reactivity  
c. Ignitability  
☒ d. Corrosivity
11. Technician A says it is recommended that you wear shoes with non-slip soles in the shop. Technician B says steel-toed shoes offer the best foot protection. Who is correct?  
a. A only  
b. B only  
☒ c. Both A and B  
d. Neither A nor B
12. Technician A says all containers of cleaning solvents must be properly labeled. Technician B says to reduce the amount of hazardous waste generated by a shop, parts should be cleaned first with dirty solvent. Who is correct?  
☒ a. A only  
b. B only  
c. Both A and B  
d. Neither A nor B
13. Ergonomic hazards are being discussed. Technician A says they impede normal body position and motion. Technician B says they are the result of noise or vibrations. Who is correct?  
☒ a. A only  
b. B only  
c. Both A and B  
d. Neither A nor B

14. Technician A says hazardous wastes are substances that are the result of a service. Technician B says chemical hazards are also called physical hazards. Who is correct?
- ☒ a. A only
  - b. B only
  - c. Both A and B
  - d. Neither A nor B
15. Technician A says carbon monoxide has an oily odor. Technician B says a volatile liquid evaporates slowly. Who is correct?
- a. A only
  - ☒ b. B only
  - c. Both A and B
  - d. Neither A nor B
16. An MSDS is being discussed. Technician A says it the shop's responsibility to develop it. Technician B says it must be readily available to all shop personnel. Who is correct?
- a. A only
  - ☒ b. B only
  - c. Both A and B
  - d. Neither A nor B
17. Technician A says OSHA regulates vehicle emission standards. Technician B says OSHA develops WHMIS standards. Who is correct?
- ☒ a. A only
  - b. B only
  - c. Both A and B
  - d. Neither A nor B
18. Technician A says used engine oil may be burned in a commercial space heater. Technician B says oil filters should drain for 24 hours. Who is correct?
- a. A only
  - b. B only
  - ☒ c. Both A and B
  - d. Neither A nor B
19. Technician A says vehicle refrigerants must be recovered and recycled by an EPA-certified technician. Technician B says splash goggles should be worn when servicing an air conditioning system. Who is correct?
- a. A only
  - b. B only
  - ☒ c. Both A and B
  - d. Neither A nor B

20. Technician A says chemical cleaning must be followed with an additional cleaning method. Technician B says thermal cleaning is done with a steam cleaner. Who is correct?
- a. A only
  - b. B only
  - c. Both A and B
  - ☒ d. Neither A nor B



100%

## AUTOMOTIVE TECHNOLOGY

STUDENT NAME \_\_\_\_\_

David

DATE 1-8-12

INSTRUCTIONS: This is an open book test. Take your time on this safety test because you must score 100% before working in the lab.

1. Safety is your responsibility.
2. List two safety rules that apply to the lift.
  1. ~~1. Get an instructor demonstration and get permission before using lift~~
  2. Under vehicle on lift, raise slowly
3. List five types of accidents.
  1. fires
  2. explosions
  3. Asphyxiation
  4. chemical burns
  5. electric shock
4. What is by far the most dangerous and often underestimated flammable in the auto shop. gasoline
5. List two types of possible explosions in the auto shop.
  1. car batteries
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is caused by breathing toxic or poisonous substances in the air
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Battery acid
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Never use on wet floor
9. Explain what must be done to prevent physical injuries?  
Decide whether a particular operation is safe or dangerous and take action
10. Asbestos, found in brakes and clutches, is harmful and can cause cancer



1. Which of the following statements about safety glasses is true?
  - a. They should offer side protection.
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  - d. Hiring practices
7. Which of the following is/are important when working in the automotive shop?
  - a. Use the proper tool for the job
  - b. Avoid loose-fitting clothes
  - c. Wear steel-toe shoes
  - ☒ d. All of the above

*Handwritten signature*

8. When a material reacts violently with water or other materials, it is said to have high \_\_\_\_\_.  
a. Corrosivity  
☒ b. Volatility  
c. Ignitability  
d. Reactivity
9. Which of the following is not recommended to extinguish flammable liquid fires?  
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b. Carbon dioxide  
☒ c. Water  
d. Dry chemical
10. If a substance dissolves metals and other materials, or burns the skin, it is said to possess \_\_\_\_\_.  
a. Toxicity  
b. Reactivity  
c. Ignitability  
☒ d. Corrosivity
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- a. A only
  - b. B only
  - c. Both A and B
  - ☒ d. Neither A nor B

## Monthly Safety Lab Inspection Checklist

SCHOOL: Central ATC Program: Automotive Month/Day/Year: 01/05/1

Program Safety Committee

Teacher signature: William BennettStudent signature: Dan GaveStudent signature: John CarpenterStudent signature: Bill French

Recommendations should be made in all cases where a "U" is indicated, using the space below. Designate the items covered by the recommendations by indicating the number of the item.

Recommendations:

General 9. Fire extinguisher out-of-date

Equipment 2. Dangerous areas are not marked

First Aid 1. Can't find first-aid kit

Actions taken:

General 9. Replaced fire extinguisher and called board of education to replace the out-of-date one

Equipment 2. Marked dangerous areas

First Aid 1. Hung first-aid kit on wall where it is visible to all.

William Bennett12/07/1

Teacher signature

Date

Check the appropriate letter, using the following guide:

S - Satisfactory (needs no attention)

U - Unsatisfactory (needs immediate attention)

N/A - Not Applicable

GENERAL PHYSICAL CONDITION	S	U	N/A
1. Machines, benches, and other equipment are arranged so as to conform to good safety practices.			
2. Stairways are clear of clutter and spills			
3. Aisles are clear of obstructions and clearly marked.			
4. Floors are clean and free of wires, tools, etc.			
5. Walls, windows, and ceilings are well constructed and free of hazards.			
6. Illumination is safe, sufficient, and well placed.			
7. Ventilation is adequate.			
8. Temperature is within established guidelines.			
9. Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.			
10. Instructors and students know location of and use of proper type extinguishers for various fires.			
11. The number and location of exits are adequate.			
12. Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.			
13. Lockers are inspected regularly for cleanliness and fire hazards.			
14. Locker doors are kept closed.			

HOUSEKEEPING	S	U	N/A
1. General appearance as to orderliness.			
2. Adequate and proper storage for tools.			
3. Benches are kept orderly.			
4. Corners are clean and clear.			
5. Special tool racks kept in orderly condition and provided at benches and machines.			
6. Tool, supply, and/or material room are orderly.			
7. Sufficient scrap boxes are provided.			
8. Scrap stock is put in scrap boxes promptly.			
9. Materials are stored in an orderly fashion and in a safe condition.			
10. A spring lid metal container is provided for oily rags and waste.			
11. All waste materials and oily rags are placed in containers.			
12. Containers for oily rags and waste materials are frequently and regularly emptied.			
13. Dangerous materials are stored in metal cabinets.			
14. Shop/lab is sanitized to meet health code where appropriate.			
EQUIPMENT	S	U	N/A
1. Machines are arranged so workers are protected from hazards of other machines, passing students, etc.			
2. Dangerous areas are properly indicated.			
3. All equipment control switches are easily available to the operation.			
4. All machines are "locked out" when the instructor is out of the room.			
5. Brushes are used for cleaning equipment.			
6. Non-skid areas are provided around machines.			
7. Machines are in safe working order.			
8. Machines are properly guarded to comply with safety codes.			
9. Adequate supervision is maintained where students are using machines and dangerous tools.			
10. Tools are kept sharp, clean, and in safe working order.			
11. Cooking and eating utensils and equipment are properly disinfected.			
PERSONAL PROTECTION	S	U	N/A
1. Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.			
2. If individual goggles are not provided, hoods and goggles are properly disinfected before use.			
3. Shields are provided for electrical welding.			
4. Aprons or shop coats are worn in the shop.			
5. Rings and other jewelry are removed by students when working in the shop.			
6. The proper kind of wearing apparel is worn for the job being done.			
7. Leggings, safety shoes, etc., are worn in special classes requiring such protection.			
8. A respirator is used when spraying in the finishing room.			

INSTRUCTION	S	U	N/A
1. Shop safety is taught as an integral part of each teaching unit.			
2. Safety rules are posted.			
3. Printed safety rules are given to each student.			
4. Students sign the safety agreement.			
5. The shop/classroom completes a monthly safety inspection.			
6. There is a shop/classroom safety committee.			
7. Safety contests are promoted.			
8. Videos are used in safety instruction.			
9. The shop/classroom has a safety suggestion box.			
10. Safety tests are administered.			
11. Safety posters are posted in the shop/classroom.			
12. Industry representatives give presentations on safety.			
13. Tours are taken of industrial plants as part of safety instruction.			
14. Industry representatives make safety inspections of the shop/classroom.			
ACCIDENT REPORTS	S	U	N/A
1. Adequate accident statistics are kept.			
2. Accidents are reported to the proper administrative authority.			
3. A copy of each accident report is filed with the Office of Career Technical Education, Principal, Central Office, or appropriate authority.			
4. Accident reports are analyzed for instructional purposes and to eliminate hazards.			
FIRST AID	S	U	N/A
1. An adequately stocked first aid cabinet is provided.			
2. The first aid is administered by a qualified individual.			
3. The school has two or more individuals qualified to administer first aid.			

## Monthly Safety Lab Inspection Checklist

SCHOOL: Central ATC Program: Automotive Month/Day/Year: 02/05/1

Program Safety Committee

Teacher signature: William Bennett Student signature: Julia Stone  
Student signature: Darrell Thompson Student signature: Tim Johnson

*Recommendations should be made in all cases where a "U" is indicated, using the space below. Designate the items covered by the recommendations by indicating the number of the item.*

**Recommendations:**

General 14. Locker doors are open.

Housekeeping 12: Containers are overflowing.

Instruction 2: Posted safety rules are old, hard to read and need to be replaced.

**Actions taken:**

General 14. Students were given instructions to keep locker doors open.

Housekeeping 12: Containers have been emptied.

Instruction 2: New safety rules posters have been hung.

William Bennett 02/07/1  
Teacher signature Date

Check the appropriate letter, using the following guide:

S - Satisfactory (needs no attention)      U - Unsatisfactory (needs immediate attention)      N/A - Not Applicable

GENERAL PHYSICAL CONDITION	S	U	N/A
1. Machines, benches, and other equipment are arranged so as to conform to good safety practices.	✓		
2. Stairways are clear of clutter and spills	✓		
3. Aisles are clear of obstructions and clearly marked.	✓		
4. Floors are clean and free of wires, tools, etc.	✓		
5. Walls, windows, and ceilings are well constructed and free of hazards.	✓		
6. Illumination is safe, sufficient, and well placed.	✓		
7. Ventilation is adequate.	✓		
8. Temperature is within established guidelines.	✓		
9. Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.	✓		
10. Instructors and students know location of and use of proper type extinguishers for various fires.	✓		
11. The number and location of exits are adequate.	✓		
12. Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.	✓		
13. Lockers are inspected regularly for cleanliness and fire hazards.	✓		
14. Locker doors are kept closed.		X	



HOUSEKEEPING	S	U	N/A
1. General appearance as to orderliness.	✓		
2. Adequate and proper storage for tools.	✓		
3. Benches are kept orderly.	✓		
4. Corners are clean and clear.	✓		
5. Special tool racks kept in orderly condition and provided at benches and machines.	✓		
6. Tool, supply, and/or material room are orderly.	✓		
7. Sufficient scrap boxes are provided.	✓		
8. Scrap stock is put in scrap boxes promptly.	✓		
9. Materials are stored in an orderly fashion and in a safe condition.	✓		
10. A spring lid metal container is provided for oily rags and waste.	✓		
11. All waste materials and oily rags are placed in containers.	✓		
12. Containers for oily rags and waste materials are frequently and regularly emptied.		X	
13. Dangerous materials are stored in metal cabinets.	✓		
14. Shop/lab is sanitized to meet health code where appropriate.	✓		
EQUIPMENT	S	U	N/A
1. Machines are arranged so workers are protected from hazards of other machines, passing students, etc.	✓		
2. Dangerous areas are properly indicated.	✓		
3. All equipment control switches are easily available to the operation.	✓		
4. All machines are "locked out" when the instructor is out of the room.	✓		
5. Brushes are used for cleaning equipment.	✓		
6. Non-skid areas are provided around machines.	✓		
7. Machines are in safe working order.	✓		
8. Machines are properly guarded to comply with safety codes.	✓		
9. Adequate supervision is maintained where students are using machines and dangerous tools.	✓		
10. Tools are kept sharp, clean, and in safe working order.	✓		
11. Cooking and eating utensils and equipment are properly disinfected.			X
PERSONAL PROTECTION	S	U	N/A
1. Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.	✓		
2. If individual goggles are not provided, hoods and goggles are properly disinfected before use.	✓		
3. Shields are provided for electrical welding.	✓		
4. Aprons or shop coats are worn in the shop.			X
5. Rings and other jewelry are removed by students when working in the shop.	✓		
6. The proper kind of wearing apparel is worn for the job being done.	✓		
7. Leggings, safety shoes, etc., are worn in special classes requiring such protection.	✓		
8. A respirator is used when spraying in the finishing room.			X

INSTRUCTION	S	U	N/A
1. Shop safety is taught as an integral part of each teaching unit.	✓		
2. Safety rules are posted.		X	
3. Printed safety rules are given to each student.	✓		
4. Students sign the safety agreement.	✓		
5. The shop/classroom completes a monthly safety inspection.	✓		
6. There is a shop/classroom safety committee.	✓		
7. Safety contests are promoted.	✓		
8. Videos are used in safety instruction.	✓		
9. The shop/classroom has a safety suggestion box.	✓		
10. Safety tests are administered.	✓		
11. Safety posters are posted in the shop/classroom.	✓		
12. Industry representatives give presentations on safety.	✓		
13. Tours are taken of industrial plants as part of safety instruction.	✓		
14. Industry representatives make safety inspections of the shop/classroom.	✓		
ACCIDENT REPORTS	S	U	N/A
1. Adequate accident statistics are kept.	✓		
2. Accidents are reported to the proper administrative authority.	✓		
3. A copy of each accident report is filed with the Office of Career Technical Education, Principal, Central Office, or appropriate authority.	✓		
4. Accident reports are analyzed for instructional purposes and to eliminate hazards.			
FIRST-AID	S	U	N/A
1. An adequately stocked first aid cabinet is provided.	✓		
2. The first aid is administered by a qualified individual.	✓		
3. The school has two or more individuals qualified to administer first aid.	✓		

**Included in  
Standard 8C**

**No Documentation Needed**

For an assessment team visit, an assessment team member will rate this standard by observation.

For the self-study due in May of each year, the principal or area supervisor will rate this standard by observation.

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For the self-study due in May of each year, the principal or area supervisor will rate this standard by observation.

# **Automotive Technology Program Rules 201\_ - 201\_ School Year**

**Students and parents the rules below are the general rules for the program. Other rules may be needed for operating each piece of equipment. These rules are posted in the classroom and lab. By signing the student agrees to abide by the rules and parents have read, understood and spoken to your child about the importance of safety.**

- 1. Safety glasses are required in the lab at all times.**
- 2. Permission from the teacher is required to operate a piece of equipment.**
- 3. Student must be trained and signed off before operating a piece of equipment.**
- 4. No horse play.**
- 5. Respect the property of the school and others.**
- 6. No loose hair, jewelry or clothing allowed in the lab.**
- 7. No flip flops/sandals in the lab.**
- 8. Do not distract others while they are working.**

**By signing you indicate you have read and students agree to abide by rules.**

**Student \_\_\_\_\_ Date \_\_\_\_\_**

**Parent \_\_\_\_\_ Date \_\_\_\_\_**